

Retention and Classification Report

Agency: Department of Health. Division of Disease Control and Prevention (485)
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AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16922

3

TITLE: Administrative rule analysis notice of proposed rule change

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a proposal by the agency to adopt a new administrative rule or change an existing rule. It includes the name and address of the department or agency submitting the form, the name and telephone number of the contact person, the title of the rule, a summary of the rule or change and the reason for it, the anticipated cost impact of the rule, the type of notice (proposed rule, change in proposed rule including the rule number, a 120 day rule, or a five year review/continuation), a justification for a 120 day rule, whether the rule is authorized by state code or required by federal mandate and the applicable citations, the means by which the public may comment on the proposed rule (at public hearing, by appearing at the agency, or by written comment) and the period for making their comments, the name and the signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the dates the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16922

TITLE: Administrative rule analysis notice of proposed rule change

(continued)

APPRAISAL:

Administrative Historical

The rulemaking function of the bureau is part of its policy setting activities. As a result, this is a document of long term interest and should be retained permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81553

3

TITLE: Annual work program staffing plan

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report documenting the real costs to the agency for employees on cost to date, projected, and budget figures. The information includes the employee's name, grade, and step; the amount budgeted for benefits and for salary; the year to date cost; the projected cost; and the amount that the actual cost exceeded or fell short of the projections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative

The record copy of this is kept in the Department of Administrative Services. This record has only administrative value.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81557

3

TITLE: Clinical laboratory files

DATES: 1986-

ARRANGEMENT: Alphabetical by laboratory

DESCRIPTION:

This is the file of laboratories that test for biological, microbiological, serological, chemical, immunohematological, biophysical, cytological, and/or pathological materials in the state. Oversight of these laboratories is required by the Clinical Laboratories Improvement Act of 1967 (42 USC 263a) and by Medicare regulations. See 42 CFR 74, 42 CFR 405 Subpart M, and 21 CFR 600 Subpart C. These files includes Clinical Laboratory Survey Report, Medicare/Medicaid Certification and Transmittal, Statement of Deficiencies and Plan of Correction, Blood Bank Inspection Checklist and Report, Medicare/Medicaid Hospital Survey Report, Specimens Received Per Year, Laboratory Personnel Report, Licensure Recommendation-CLIA Laboratory, Summary of Deficiencies not Corrected, Post-Certification Revisit Report, Clinical Laboratory Survey Report, copy of license or certification, proficiency test results, correspondence, and Suggestions for Laboratory Improvement. Information includes the name and address of the lab; the Clinical Laboratories Improvement Act code number; the Medicare identification number; the type of tests performed by the lab; the names and titles of all personnel functioning as director, supervisor, technologist, or cytotechnologist; the date of the survey; the names and titles of the surveyors; and the items that were inspected and the results of the inspection.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81557

TITLE: Clinical laboratory files

(continued)

APPRAISAL:

Administrative

Although several CFR sections discuss the requirement for these records, they do not specify the retention. In that case, the provision of the Paperwork Reduction Act of 1981 (5 CFR 1320) sets a three year retention for this record.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81566

3

TITLE: Clinical laboratory proficiency testing results

DATES: 1983-

ARRANGEMENT: Alphabetical by lab name

DESCRIPTION:

These are the results of tests conducted to determine the quality of the work performed by the laboratory as a whole. This is required by both the Clinical Laboratories Improvement Act of 1967 (42 USCA 263a) and by Medicare regulations. See 21 CFR 600.11 and 42 CFR 405.1904(b). This includes Intra-state Blood Alcohol Proficiency Testing, Bacteriology Proficiency Testing Test Results, Syphilis Serology Test Results, Blood Alcohol Check List, and Immunology Check List. Information includes the name and address of the laboratory, the name of the laboratory director and technologist, the date of the test, the method used, the date reported, the type of test conducted, and the test results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This activity is required by federal regulations, but the regulations set no specific retention. In that case, the provisions of the Paperwork Reduction Act of 1981 apply, which state that these records should be held for three years. See 5 CFR 1320.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81566

TITLE: Clinical laboratory proficiency testing results

(continued)

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81552

3

TITLE: Collection transmittal advice

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the form used to transmit checks and cash received by the division to the Division of Finance. The information includes the division, the date payment was received, the receipt number, the check number, the low organization number, the cash code, the name of the payor, the amount and means of payment, and the reason for the payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

Administrative Fiscal

This record tracks the movement of money through the division. As such it is subject to audit. Once the audit period has ended or the audit has been conducted, the record may be destroyed.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81561

3

TITLE: Correspondence file

DATES: 1986-

ARRANGEMENT: none

DESCRIPTION:

This is a copy of all correspondence generated by the bureau. This file includes correspondence to the Center for Disease Control, the Occupational Safety and Health Administration, other federal agencies, other state agencies, to other divisions in the department, and to the general public. Group A: letters of transmittal that do not add any information to that contained in the transmitted material; quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Group B: records that relate to the internal administration or housekeeping activities of the office. In general these records relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere. Group C: records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81561

TITLE: Correspondence file

(continued)

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Records which document the activities of the bureau as a whole and show its policies, achievements, and activities are of long-term value and should be retained. All other correspondence should be disposed of when no longer needed administratively.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16927

3

TITLE: Daily time record

DATES: 1984-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These are the time sheets prepared by staff members who do work related to medicaid and medicare. A record of time spent on these programs is needed to ensure that the state gets reimbursed by the federal government. These time sheets include the employee's name, job title and grade; the period of the report; the name of the office, and bureau; the employee's and supervisor's signatures; the signature of the approving officer in the division of Health Care Financing; and a daily record of the employee's time.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This record is produced for audit purposes, but a copy is sent to Health Care Finance Division. Discussion with that division shows that federal auditors review their copy. The copy at the lab therefore may be destroyed once its administrative value has ended.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16927

TITLE: Daily time record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81554

3

TITLE: Data collection form

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an internal management form used by the division to keep track of the work flow in the division so that staff resources can be efficiently allocated. This is the raw data used to compile workload reports. This includes the report month, the specimen type, and the number of specimens reported out and examinations performed by day and type.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

As raw data, this information only needs to be kept to verify the workload reports. A three year retention will meet this administrative need according to the staff.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16914

3

TITLE: Director's correspondence

DATES: 1970-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

This is the correspondence generated by the division director.
This record includes incoming and outgoing correspondence between the division and the other Health divisions, federal agencies, local governments, and members of the public.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Microfiche duplicate: For records beginning in 1970 through 1980. Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1970 through 1980. Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16914

TITLE: Director's correspondence

(continued)

APPRAISAL:

Administrative Historical

These records are of long-term value because they document the activities of the division as a whole and show its policies, achievements, and activities.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17667

3

TITLE: Environmental Laboratory application folder and supporting documents

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by facility name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are environmental laboratory certification application support records. The information contained in this record series supports the findings in the original application record, which is located in series 17666, Environmental Laboratory application cycle documentation record. They support documentation of the application process for laboratories wishing to be state certified under the Environmental Laboratory Certification Program. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. Information includes quality assurance manual, personnel information concerning the lab studies, and procedures.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17667

TITLE: Environmental Laboratory application folder and supporting documents

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81564

3

TITLE: Environmental laboratories file

DATES: 1986-

ARRANGEMENT: Alphabetical by lab name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the file of laboratories that conduct tests for environmental problems, such as water pollution. Oversight of these laboratories is required by the Clinical Laboratories Improvement Act of 1967 (42 USC 263a). See 2 CFR 600 Subpart C. This file includes Statement of Deficiencies and Plan of Correction, Specimens Received Per Year, Laboratory Personnel Report, Licensure Recommendation-CLIA Laboratory, Summary of Deficiencies not Corrected, Post-Certification Revisit Report, Laboratory Survey Report, copy of license or certification, proficiency test results, correspondence, and Suggestions for Laboratory Improvement. Information includes the name and address of the lab; the Clinical Laboratories Improvement Act code number; the Medicare identification number; the type of tests performed by the lab; the names and titles of all personnel functioning as director, supervisor, technologist, or cytotechnologist; the date of the survey; the names and titles of the surveyors; and the items that were inspected and the results of the inspection.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81564

TITLE: Environmental laboratories file

(continued)

APPRAISAL:

Administrative

Although several CFR sections discuss the requirement for these records, they do not specify the retention. In that case, the provision of the Paperwork Reduction Act of 1981 (5 CFR 1320) sets a three year retention for this record.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. On site survey reports, corrective action plans, certificates, performance evaluations, quality assurance manuals, method lists, radiologic materials handling licenses

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16923

3

TITLE: Impounded Animals Advisory Committee meetings minutes

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of the meetings of the Impounded Animals Advisory Committee. This committee is charged with the responsibility for establishing the rules and policies for the use of impounded animals for laboratory use. This record includes the date of the meeting, the place of the meeting, the individuals present, the issues discussed, and the decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

As a policy making body, the record of the activities of the committee are of permanent value.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16926

4

TITLE: Impounded animals records

DATES: 1985-

ARRANGEMENT: Alphabetical by lab name

ANNUAL ACCUMULATION:

DESCRIPTION:

Requisition, transfer, and receipt of animals by laboratories records, used to track animal from impoundment to final disposition. Includes requisition of impounded animals and record of transfer and receipt of impounded animal, name and address of the requisitioning institution, name and address of the impounding agency, certificate number of the requisitioning institution, requisition date, animal species requested, size and sex of animals requested, number and date required, name and address of the requesting individual, a description of the transferred impounded animal, reason why animal was impounded, dates of transfer and receipt, physical condition of the animal when received, use made and final disposition of animal, euthanized date, method used, and signatures of the investigator and of the supervisor of the animal facility.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. Cruelty of animals is a class B misdemeanor (UCA 76-9-301). The statute of limitations for a class B misdemeanor is two years, however the agency requires an additional three years. Previous decision was two years and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16926

TITLE: Impounded animals records

(continued)

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16916

3

TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by invoice number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are invoices sent by the division for services rendered. This record includes the date of the invoice, the name of the client, the amount billed, and the type of test performed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This record is needed in the office for one year to enable the staff to answer billing enquiries. A three year retention is established for audit purposes.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16913

3

TITLE: Laboratory Advisory Committee administrative files

DATES: 1978-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of the members of the above committee, their qualifications for the position, and their activities. It includes resumes of the committee members, copies of letter(s) from the governor thanking outgoing member(s) for their work on the committee, routine requests for information, and appointment letters to the members advising them of their appointment and of the duties and responsibilities of the position. Personal information on the members includes birthplace, date of birth, educational level, employer, employment history, job position information, marital status, membership in groups, name, occupation, occupational licenses, sex, and publications.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until individual is no longer member of the board and then transfer to State Archives with authority to weed.

Paper: Retain in Office until individual is no longer member of committee and then destroy.

APPRAISAL:

Administrative Historical
Information as to the individuals who made up the committee and their qualifications are of long term value and should be retained permanently.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16913

TITLE: Laboratory Advisory Committee administrative files

(continued)

PRIMARY CLASSIFICATION:

Public	Information relating to the members' qualifications and activities.
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SECONDARY CLASSIFICATION(S):

Private.	All other information.
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AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16912

3

TITLE: Laboratory Advisory Committee meetings minutes

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the record of the meetings of the Laboratory Advisory Committee which formulates the policies and procedures for the State Health Lab. It includes the date of the meeting, the place of the meeting, the names of the individuals present, the items discussed, and any decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

As the board is an advisory body, the record of their meetings is of long term historical value. According to the office staff, they have an potential administrative need for the record for four years.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 23404

3

TITLE: Laboratory Bulletin

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 12/12/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17665

3

TITLE: Laboratory certification dead file

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by facility name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are environmental laboratory certification master books. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. The books are used to document the certification process of Environmental laboratories who submit environmental data to state agencies. The information identifies if the lab is in compliance with state and federal guidelines. It also documents if the lab is currently a certified laboratory. Information includes a copy of the certificate, certificate letter, correspondence, and due process documentation.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17665

TITLE: Laboratory certification dead file

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17664

3

TITLE: Laboratory performance evaluation audit results

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by facility name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are environmental laboratory certification program audit results. R444-14-1(1994) establishes the rules and guidelines for the certification of these laboratories. R44-14-12(1995), addresses the requirements of an annual performance evaluation audit of these laboratories. The information gained from these audits is used to evaluate the laboratories who submit environmental data to state agencies and to insure they are in compliance with state and federal programs. It also insures that the lab is operating within established guidelines. Information includes laboratory test results, blind audit samples, certification records, chemical analyses records, facility requirements, department recommendations, list of laboratory equipment and supplies, analytical methods, and quality assurance.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 17664

TITLE: Laboratory performance evaluation audit results

(continued)

then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency. R444-14-10(1995) requires that these records be maintained for at least five years.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(2008)

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81558

3

TITLE: Laboratory personnel proficiency testing results

DATES: 1986

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the result of proficiency tests given to personnel in certified laboratories to ensure that tests they conduct give accurate results. This is required by 42 CFR 74.40 and 42 CFR 405.1310. The information includes the individual's name, job title, work experience, education background, employer, and the test results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

As the CFR does not specify the retention, the three year retention requirement of 5 CFR 1320 applies.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81559

3

TITLE: Laboratory personnel qualification appraisal files

DATES: 1970-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the records of qualifications of individuals employed in a clinical laboratory as a director, general supervisor, technical supervisor, technologist, cytotechnologist, cytotechnologist supervisor, or technician. This is used to ensure that laboratories are staffed by qualified people. This is required by 42 CFR 74.52, 42 CFR 405 Subpart M, and 21 CFR 600.10. The information in these files includes the individual's name, address, employer, job title, education background, clinical laboratory training, license certification, clinical laboratory experience, dates examinations were passed, and the employer's identification number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or individual stops work in lab. and then destroy.

APPRAISAL:

Administrative

The appraisal is based on 42 CFR 74.52 which requires that the personnel records be maintained on a current basis.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81559

TITLE: Laboratory personnel qualification appraisal files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16925

3

TITLE: Lists of approved or certified laboratories

DATES: 1963-

ARRANGEMENT: Chronological by year, thereunder alphabetical by laboratory type

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/24/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16925

TITLE: Lists of approved or certified laboratories

(continued)

APPRAISAL:

Administrative Historical

This record only has an administrative value. Discussion with the staff discloses that the administrative value ends after three years.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 13317

4

TITLE: Microbiology test results

DATES: 1969-

ARRANGEMENT: Chronological, thereunder numerical by laboratory number

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

Microbiology laboratory test results conducted by the Division of Laboratory Services, which also document demographic information on patient samples. Information includes results from HIV, virology, rabies, microbiology, and immunology/serology. Test information contains patient name, identification number, provider/routing codes, type of test ordered, specimen data and date collected, type of test requested, epidemiological data, viral culture, DNA testing, and animal information (when testing for rabies).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency. The thirty years is a typical retention for a medical record, and will allow ample time in case complications arise.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 13317

TITLE: Microbiology test results

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 26-25a (2008)

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81549

3

TITLE: Payroll information report

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a report generated by the division for payroll purposes of those individuals whose work week fell outside the normal forty hour parameters. This is used by personnel to generate accurate pay checks. The information includes the organization name and code numbers, the names of the employees, the amount of payroll advance pay back, the employee's social security number and grade, for hourly employees the hourly rate and the hours worked, the amount of leave without pay claimed, and the period of the report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This record is a duplicate copy. The original is sent to the Bureau of Personnel where they retain it for the full retention period. This copy needs only to be kept for administrative purposes.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81549

TITLE: Payroll information report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16915

3

TITLE: Personnel files

DATES: 1965-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the complete work history of an individual while employed by the state. It includes name, address, social security number, work history, and all changes in employee's grade, step, pay, and position title and classification code, letters of commendation, letters of recommendation, training completion certificates, and application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plans, and position descriptions questionnaires. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until employee terminates employment and then transfer to Bureau of Personnel.

APPRAISAL:

Administrative

Department policy is that when an employee leaves the department, his/her files are transferred to the Bureau of Personnel which handles the disposition of the record.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 16915

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 23805

3

TITLE: Publications

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 07/02/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 23805

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81550

3

TITLE: Receipt books

DATES: 1983-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are receipts for payments received for the various services offered by the lab. The information includes the payment date, the payer's name and address, the reason for payment, and the amount and means of payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

Administrative Fiscal

This record is subject to audit. Once the record has been audited, or the audit period has expired, the record may be destroyed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81546

3

TITLE: Telephone call record

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of long distance telephone calls made by division personnel. The record is reviewed by the Management Services Coordinator to verify the calls before payment is authorized. This is a management tool for controlling costs. The information includes the date, the number called, the length of the call, and the cost.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This record has no other value than administrative.

AGENCY: Department of Health. Division of Disease Control and Prevention

SERIES: 81555

3

TITLE: Workload reports

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the annual workload reports compiled from the data collection form. This is used by division management to keep track of the quantity of work in the division and to identify long-term trends. This includes the report period, the type of specimen, and the number reported out and examined by each type of specimen.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years and then destroy.

Computer data files: Retain in Office for 3 years and then erase.

APPRAISAL:

Administrative

The report itself should be kept for 15 years as the staff indicated that this is the period of time for which they have need. Recently, the record has been compiled on a personal computer. A three year retention will allow them to make any changes due to error and is consistent with the retention for the raw data.